



CAREER OPPORTUNITY

UNITED STATES BANKRUPTCY COURT Central District of California

Los Angeles Division
255 E. Temple Street
Los Angeles, CA

Santa Ana Division
411 West Fourth Street
Santa Ana, CA

Riverside Division
3420 Twelfth Street
Riverside, CA

San Fernando Valley
21041 Burbank Boulevard
Woodland Hills, CA

Northern Division
1415 State Street
Santa Barbara, CA

POSITION	POSITION OVERVIEW
FINANCIAL ADMINISTRATOR (INTERNAL CLERK'S OFFICE APPLICANTS ONLY)	<p>The Financial Administrator position is located in the Financial Services Department and reports to the Fiscal Manager. The Financial Administrator supports the financial operations of the Clerk’s Office.</p> <p>The Financial Administrator processes financial transactions and maintains required records ensuring strict accuracy and adherence to applicable policies, regulations, protocols, and internal controls. Specific duties include, but are not limited to: processing and paying bills and invoices; reconciling monies deposited, transferred, and distributed by the Court; tracking and updating logs and ledgers; reviewing documentation on fines, penalties, and special charges; entering transactions and checking figures and documents for mathematical accuracy; preparing reports and forms; and utilizing accounting software and systems to record, store, and track information.</p>
LOCATION	
LOS ANGELES, CA	
SALARY	
CL 25 \$ 42,699 - \$ 69,403	
OPENING DATE	
DECEMBER 11, 2014	
CLOSING DATE	
DECEMBER 22, 2014	
ANNOUNCEMENT	
14-21	
QUALIFICATIONS	
<p>To qualify for the position of Financial Administrator, an applicant must possess one (1) year or specialized experience equivalent to work at the CL 24 level. Specialized experience is progressively responsible clerical or administrative experience that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties of the position and involved the routine use of automated software and keyboarding for word processing, spreadsheets or databases. The ideal candidate must possess the ability to communicate effectively (orally and in writing) with individuals and groups within and outside the Court; interact with others, providing customer service and resolving difficulties while complying with established rules, regulations, and procedures; and ability to recognize errors and their probable causes. Consistently demonstrate sound judgment, and maintain ethical standards. Experience in using Microsoft Office and database applications is essential.</p>	

EDUCATION

Completion of a Bachelor's Degree in business, accounting, public administration, or related field is highly desirable. Education in an accredited college or university institution may be substituted for general experience on the basis of one academic year (30 semester or quarter hours) equals nine months of experience. High School Diploma, GED, or the equivalent is required.

PLEASE NOTE: Education transcripts must be submitted for verification prior to the start of employment.

BENEFITS

The United States Bankruptcy Court offers a generous benefits package to temporary employees which may include:

- 10 Paid Holidays
- Paid Sick Leave
- 13 Days Paid Vacation (for the first three years)
- 20 Days Paid Vacation (after three years)
- 26 Days Paid Vacation (after fifteen years)
- Medical Coverage
- Life Insurance Options
- Eligible for Long Term Disability Plan Options
- Long Term Care Plan Options
- Flexible Spending Account Options
- Credit Union Participation

INFORMATION FOR APPLICANTS

Applications should be submitted to the Human Resources Department located at 255 East Temple Street, 10th Floor, Los Angeles, CA 90012. Applications may be obtained in the Human Resources Department at the address listed above, by calling the 24 hour job information line at (213) 894-3129 or by visiting our website at www.cacb.uscourts.gov. Applications and resumes may be faxed to (213) 894-7498.

The Court reserves the right to modify the conditions of this job announcement, withdraw the job announcement, or fill the position(s) sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice. Temporary positions may be converted to permanent without further competition. This job announcement may involve filling more than one position described herein. This position is subject to mandatory EFT participation for payment of net pay (i.e., Direct Deposit). Successful applicants selected for interview may be required to respond to a written questionnaire. The United States Bankruptcy Court is an at-will employer and requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. The final candidate will be subject to a records check with law enforcement agencies. Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees of the Bankruptcy Court.

The United States Bankruptcy Court is an Equal Opportunity Employer. The Ninth Circuit EEO Plan is available for review upon request. We appreciate your interest in employment with the United States Bankruptcy Court.

JOB INFORMATION MAY BE OBTAINED BY CALLING (213) 894-3129